



Kasim Reed  
Mayor

**CITY OF ATLANTA**  
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DEPARTMENT OF PROCUREMENT  
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP  
Chief Procurement Officer  
[asmith@atlantaga.gov](mailto:asmith@atlantaga.gov)

March 5, 2015

**ATTENTION INTERESTED PROPONENT:**

Your firm is hereby invited to submit to the City of Atlanta (the "City"), Department of Procurement (the "DOP"), a Proposal for **Project Number: FC-7971, Mystery Shop Program at Hartsfield-Jackson Atlanta International Airport**. Through this solicitation, the City seeks to award a contract to a successful Proponent who will be required to manage and operate a Concessions Mystery Shop Program for the Department of Aviation at Hartsfield-Jackson Atlanta International Airport.

A **Pre-Proposal Conference** will be held on **Tuesday, March 17, 2015, at 2:00 P.M., at the Hartsfield-Jackson Technical Support Campus, 1255 South Loop Road, College Park, Georgia 30337**. The purpose of the Pre-Proposal Conference is to provide Proponents with detailed information regarding the Procurement process and to address questions and concerns. There will be representatives from the Department of Aviation, Risk Management and the Office of Contract Compliance available at the conference to discuss this project and to answer any questions. Attendance to the Pre-Proposal Conference is strongly encouraged.

The last date to submit questions will be **Friday, March 20, 2015, no later than 5:00 P.M.** Questions may be sent to **Philippe Jefferson, Contracting Officer**, via email at [pejefferson@atlantaga.gov](mailto:pejefferson@atlantaga.gov), or facsimile at 404-589-5494. Questions will be responded to in the form of an addendum.

Your response to this Request for Proposal ("**Proposal**") must be received by designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., City Hall, Suite 1900, Atlanta, GA 30303, **no later than 2:00 P.M., on Thursday, April 2, 2015**. Any Proposal received after this time will not be considered and will be rejected and returned.

All Proposals will be publicly opened and names of the proponents are read at 2:00 P.M. on the respective due date in Suite 1900, 1<sup>st</sup> Floor, 55 Trinity Avenue, S.W., City Hall, Atlanta, GA 30303.

**Request for Proposal**

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Atlanta International Airport**

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If you have any questions regarding this project, please contact **Philippe Jefferson, Contracting Officer**, at 404-865-8565, or by email at [pejefferson@atlantaga.gov](mailto:pejefferson@atlantaga.gov). Any questions regarding the procedures for purchasing a copy of the document or obtaining a copy of the plan holder's list should be directed to Jessica Boston, Administrative Assistant Senior, at 404-330-6903, or by e-mail at [jaboston@atlantaga.gov](mailto:jaboston@atlantaga.gov).

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all Proposals when it is for good cause and in the best interest of the City.

Thank you for your interest in doing business with the City.

Sincerely,

A handwritten signature in dark ink, appearing to read "Adam L. Smith". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Adam L. Smith

ALS:pej